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6 October 1952

MEMORANDUM FOR: Colonel White

SUBJECT : Proposed T/O Revision for General Services

1. I cannot comment on this in total, as I do not know what the policy question will be in view of the Director's recent word on strength. However, I have some specific observations on the proposal.

2. Classification and Management appear generally to agree that the areas of Reproduction, Machine Records, Records Management, etc. need considerable help. I would, therefore, recommend that regardless of other considerations at least those parts of the request should be approved immediately. Note Meloon has concurred in the proposed T/O for the Records, Statistics and Reports Division, subject to Classification and Wage review of the four top jobs. I think this represents appropriate conservatism. He likewise has the same condition in his approval for the Space, Maintenance and Facilities Division. However, in the latter, which includes the Motor Pool, I believe there are some questions which should be raised.

a. The proposal to assign cars only to the Director and the Deputies and pull back all others to the Pool to be dispatched by radio seems a more efficient utilization of vehicles. The problem it attempts to solve, however, is not discussed in terms of our recently published Notice on the use of taxicabs. General Services' study and the Comptroller's comments have ignored that issue entirely, and no comment is made as to whether there has been a reduction in Motor Pool activity, as far as passenger cars are concerned, as a result of increased use of taxicabs.

b. There is no indication in the attached as to whether General Services and Procurement have come to a final agreement on maintenance of vehicles. It should be noted that the request for more mechanics is supported by the argument that they are responsible for processing automobiles for overseas. I cannot see how this fits with Garrison's responsibilities for the procurement of vehicles and for transportation. Regarding general vehicle maintenance (trucks, busses, and passenger cars) this paper does not indicate, although it may well have been settled while I was on leave, whether we are to have one or two vehicle maintenance facilities, that is General Services and Procurement, or whether General Services will have responsibility for all mechanical maintenance of their own equipment as well as Procurement's.

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25X1A Although Personnel and Management concur in the wisdom of General Services' request for a pool of 30 positions for recruitment purposes to alleviate the results of the high attrition rates for General Services' people, I would assume that the request would have to be denied in light of the General's comments about strength. Apparently [REDACTED] has found it possible to accomplish essentially the same thing, in that as the Comptroller notes and [REDACTED] own figures indicate, General Services had 53 in process above the presently approved T/O. Certainly they do have a problem in the very great number of low-level positions, i.e., chauffeurs, mechanics, telephone operators, and reproduction people. 25X1A

4. I recommend immediate approval, subject to Classification and Wage review of the requested increase in the Printing and Reproduction Division, the Records, Statistics and Reports Division (with the change in title recommended by O&M, "Records Services Division"), and the Space, Maintenance and Facilities Division, except the Motor Pool Branch, if the questions raised above have been settled or you feel are not pertinent.

25X1A 5. I recommend disapproval of the request for 30 pool positions, but have an understanding with [REDACTED] Saunders, and Meloon that in those areas where the attrition rates are so high, [REDACTED] would be allowed to continue to recruit over the T/O. 25X1A

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1 Att - Revised T/O for General Services
SA/DD/A:RSW:jeb
cc: ADD/A chrono

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